

JOANN MALBAS GORTIPACION

BARANGAY GACAT BAYBAY CITY, LEYTE 6521  
PHILIPPINES



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## OBJECTIVES

- To offer my service and determination to your company.
- To do the task that has been given to me with the best I can do.

## PERSONAL BACKGROUND

Age	:	22
Birth Date	:	February 17, 1999
Religion	:	Christian
Status	:	Single
Height	:	5'1
Weight	:	48 kls

## SUMMARY OF QUALIFICATIONS

- Responsible, Hardworking, and willing to be trained

## WORK EXPERIENCE

### Operator of Printing and Photocopy Machine

August –December 2019

Rosan Copy Center

VSU Market Visca, Baybay City Leyte

- Responsible of editing of documents as the same time encode documents / files of the costumers (MS Word, Excel, PowerPoint and Etc.).
- Responsible for scanning, photocopying and printing the files / documents of the costumers.

**Customer Service Assistant**

February to March 2020

September to February 2021

Chikaan sa Cebu

Cebu City

- Responsible for handling customer, serving the food.

**EDUCATIONAL ATTAINMENT**

- **Graduated, Grade School**  
Gacat Elementary School  
Academic Year 2010-2011
- **High School**  
Baybay National High School  
Academic Year 2014-2015
- **College**  
Visayas State University, Visca Baybay City, Leyte  
Bachelor of Science in Agriculture Major in Horticulture  
Academic Year 2015-2020

**SEMINARS AND TRAINING ATTENDED**

- **Certificate of Completion or Practicum (Skills development), under CMO 14s. 2008 College of Agriculture and Food Science**  
Visayas State University Visca, Baybay City, Leyte  
August 02, 2016
- **Certificate of Project IPAD's**  
Visayas State University Visca Baybay, City, Leyte  
August 18, 2016
- **Certificate of Seminar on Disaster Risk Reduction**  
Visayas State University Visca Baybay, City, Leyte  
October 14, 2017
- **Training on Bonsai Making**  
Visayas State University Visca Baybay, City, Leyte  
April 21, 2018
- **Training on Marcotting**  
Visayas State University Visca Baybay, City, Leyte  
April 24, 2018
- **Certificate of Scientific Writing Seminar**  
Visayas State University Visca Baybay, City, Leyte  
April 28, 2018

## REFERENCES

Mr. Carl Morano

Area Manager of Creative Cuisine Group

Lapu-lapu City

09222659864

Kristy Alfeche

Co-worker

Basak, Lapu-lapu City

09676659759

*I hereby certify that the information above is true to the best of my knowledge and beliefs and I have not knowingly omitted any related information of an adverse nature. Inaccurate information may make me negligible for employment.*

A handwritten signature in black ink, appearing to read 'Joann M. Gortipacion', enclosed within a large, loopy oval stroke.

**JOANN M.GORTIPACION**

Applicant